



1399 Business Park Dr. S. P.O. Box 190 • North Baltimore, OH 45872 • 800-445-4840 • [CommunityTrustFund@hwe.coop](mailto:CommunityTrustFund@hwe.coop) • [www.hwe.coop](http://www.hwe.coop)

Dear Applicant,

The Hancock-Wood Electric Community Trust Fund — branded nationally as Operation Round Up — is a community service program that provides funding for charitable and benevolent purposes. Participating Hancock-Wood Electric Cooperative (HWE) members' bills are rounded up each month to the nearest dollar and the additional change is considered a charitable donation to the Hancock-Wood Electric Community Trust Fund. This program allows HWE members the opportunity to make a powerful impact on their communities for just pennies a month!

The Community Trust Fund Board of Directors use these donations for grants to individuals, families and organizations in the HWE service area meeting specific criteria.

#### **CRITERIA**

- Organization must provide their EIN and show proof of tax exemption by the Internal Revenue Service (IRS)
- Financial assistance from Hancock-Wood Electric Community Trust Fund is needed by the organization to complete the designated project
- Program or project benefits at least one of the following Ohio counties: Allen, Erie, Hancock, Hardin, Henry, Putnam, Sandusky, Seneca, Wood or Wyandot
- The organization's services must be non-discriminatory in nature
- The organization may not receive more than \$10,000 within one calendar year from HWE Community Trust Fund

#### **CATEGORIES OF ASSISTANCE**

- Community Service: Programs, projects and organizations that are important components of a community's overall quality of life, with emphasis on public safety, health care, self-sufficiency and basic human needs
- Education and Youth: Programs and projects designed to combat critical social problems affecting our youth including those at risk or youth wellness
- Environment: Programs that promote or provide education on community recycling and/or natural resource preservation
- Disaster Relief: Programs and projects to provide disaster relief including food, clothing, shelter, medical care, cleanup and repairs/reconstruction

#### **EVALUATION FACTORS**

- Potential benefit to residents of Hancock-Wood Electric Cooperative's service area communities
- Amount of funding previously granted to the organization and when the funding was last granted
- Fiscal and administrative capability of the organization to deliver a quality service or program
- A project's success that is predictable and can be evaluated

The HWE Community Trust Fund board will not consider requests for general operating funds, sponsorships or support for salaries. The Community Trust Fund prefers requests for pragmatic needs.

Thank you for your interest in Hancock Wood Electric Community Trust Fund. Please contact us if there are any questions or concerns by calling us toll free at 800-445-4840 or emailing [CommunityTrustFund@hwe.coop](mailto:CommunityTrustFund@hwe.coop).



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## INSTRUCTIONS

1. Before you begin, take care to select a project that matches the criteria of the Hancock-Wood Electric Community Trust Fund grant listed in the introduction letter.
2. Check your schedule. Unless an urgent/emergency need is noted, grant applications will be reviewed one month after the submission deadline and checks will be presented or mailed the following week. The current schedule is as follows:
  - Applications must be post-marked by the third Monday of January, April, July or October
  - Applications will be reviewed the third Monday of February, May, August and November
  - Typically, check presentations will be made during the week of the fourth Monday of February, May, August and November
3. Complete a one-page maximum narrative on each of the following:
  - Description and purpose of the organization(s)
  - Description of the project (what, when, where and how)
  - Project goals and plans for measuring success
  - Estimate of total project cost, the amount requested and an indicator of financial need (if applicable, identify and list the status of other funding sources for this project)
4. Complete both pages of the application in entirety. All fields are required. An incomplete application will be returned to the applicant for completion. If an incomplete application is remitted a second time, the application will be disqualified from board consideration for that quarter.
5. Include supporting documents as required and acknowledge their attachment by writing, “Yes” or “N/A” in the box provided.
6. Completed applications may be emailed to as a PDF file to [CommunityTrustFund@HWE.coop](mailto:CommunityTrustFund@HWE.coop) or mailed to:

HWE Community Trust Fund  
c/o Hancock-Wood Electric Cooperative  
1399 Business Park Dr. S.  
P.O. Box 190  
North Baltimore, Ohio 45872

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## IF YOU ARE CHOSEN TO RECEIVE A GRANT

1. Checks will be presented at a grant awards ceremony at the Hancock-Wood Electric Cooperative office in North Baltimore, Ohio during normal business hours. You do not need to be present to receive the funds. We encourage you to bring one or two essential staff or board members. A photo will be taken and sent to local media and/or be used for promotional purposes.
2. Organizations that receive grant funds from HWE Community Trust Fund will be required to complete a final report that includes pictures or video of the completed project and a one-page summary of their success. Additional items such as invoices or receipts could be requested depending on the project. Specific instructions will be included with your check.

The Community Trust Fund or Hancock-Wood Electric Cooperative may use any such reports received for publicity and public relations purposes. Privacy information guidelines will be considered when determining public relations initiatives. Organizations concerned about privacy should note their concerns on their final report.